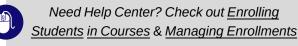


Getting Started with Imagine Edgenuity Checklist



Welcome, Educators! This checklist will guide you through essential set up tasks to ensure you and your students are ready to use Imagine Edgenuity this school year and beyond. ☐ First, log into Imagine Edgenuity using your educator credentials to make sure your login credentials work and you can access the Imagine Edgenuity platform. *Contact your administrator if you need assistance. **SET UP TASKS Student Management** ☐ Ensure students have Edgenuity accounts. If your district / school is responsible for adding students, search for accounts from Manage Students page. If you are responsible for adding student accounts individually, you can use the Add Student feature on Manage Students page to create accounts. Manage students to update existing student accounts and/or update student options as needed. Create a class(es) and add students to the class(es). Note: User Groups are an alternative. TIP: Classes make enrolling students in courses quick and easy, and progress monitoring and reporting is more focused. Need Help Center? Check out Student Accounts **Course Management** Locate courses available for your school from **Manage Courses** page. Select course(s) you will facilitate and choose View Course Structure to explore content. Access Course Documents Preview course activities View Guided Notes, if available TIP: Download student and teacher versions of Guided Notes as needed. Manage course content and/or course options as needed. Note: Customizing content and editing course options are permission-based. Important: Course-level changes impact any student enrollments in the course. Need Help Center? Check out Managing Courses **Enroll Students in Courses** Ensure students are enrolled in course(s). • If you are responsible for enrolling students in courses yourself, use Enroll in Courses feature on Manage Students page. If your district / school is creating course enrollments, use Manage Enrollments page to search for your students and check enrollments. TIP: Apply your class filter to Manage Enrollments to narrow data view. Manage individual course enrollments to meet specific student needs and accommodations.





Getting Started with Imagine Edgenuity Checklist



PROGRESS MONITORING & DATA

Establish a basic beginning reporting routine and determine how often you will perform progress and mastery checks and which pages and/or group-based and individual reports to use.

Dashboard

- □ View **Dashboard** daily and throughout the day to identify students who need attention right away to continue working in their course(s).
 - Remember to take action immediately on orange (unlock assessment) and red (add retake) alerts since they block students from progressing in the course.
 - From yellow alert, grade student work on, at least a weekly basis, if applicable.

Data & Reports

Group-based reports help educators monitor and manage multiple students at one time and provide data to identify individual students for further analysis.

☐ Generate **Manage Enrollments** report at least weekly to analyze data for a class, course, and/or student(s).

TIP: Manage Enrollments can also be used to update start and target dates and disable/complete enrollments.

- ☐ View **Attendance Log** at least weekly to review student login information.
- ☐ Utilize individual student reports to closely monitor engagement, progress, and achievement and inform instructional decisions.
 - Access Student Session Log daily or weekly to monitor time on task
 - View Student Progress Report at least weekly to review course grades and progress
 - Generate Student Course Report (from Student Gradebook) to view and analyze detailed course data

TIP: Individual student reports are accessible by the student and can be used to self-monitor.



Need Help Center? Check out Reports

BEST PRACTICES

success:

Establish implementation model, usage goals, and classroom routines.
Set and communicate weekly expectations.
Consider implementing student goal-setting and self-monitoring protocols. If desired, use Imagine
Edgenuity's Student Goal Sheet to help students take ownership of learning.
Conference with students and develop action plans for assisting those struggling and strategies for

- What type of conferencing schedule will you put in place?
- How will you provide support for students inside and outside of the classroom?
- Will you require guided notes, eNotes, or other support resources?
- Celebrate student success! Consider using Imagine Edgenuity's <u>student achievement certificates</u> to recognize students.